

CITY OF BURBANK

LIBRARY ASSISTANT

DEFINITION

Under direction, to perform para-professional work in the Library Department; and perform related work as required.

ESSENTIAL FUNCTIONS

Assists in selecting print, audio-visual, digital, and other non-print materials for children and adults; assists in planning and presenting appropriate library programs for the public; assists Librarians with general reference service and reader's advisory to library users; interacts congenially with the public in person, online, and over the telephone; instructs public in use of online catalog and other library technology; performs electronic database and Internet searching; may train and supervise and volunteers; supervises library operations as required; conducts children's story times and classroom visits; maintains library statistics and other records; prepares presentations and materials for community outreach visits, participates in continuing education and technical training to enhance skills; operates audio-visual equipment, scanners, photocopy machines, and other equipment; locates and retrieves materials from shelves at various height levels; supervises, trains, and evaluates employees; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - library organization, procedures, and services; record keeping; online information searches; principles and practices of supervision; principles of customer service; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951).
- Skill in – utilizing Microsoft Office, including, but not limited to Word, PowerPoint, and Excel
- Ability to - work in a multicultural environment as a team member; supervise and train others; interact considerably with a diverse population; tactfully and effectively handle highly emotional and volatile customer relations situations; present to the public; show initiative in problem solving; work independently under direction; operate library equipment; communicate effectively both orally and in writing; work a flexible schedule, including weekends and after hours; manipulate library materials from shelves at floor level to a height of eight (8) feet; maintain a safe working environment; travel to other locations for meetings and training sessions.

Education/Training: Two years of paid full-time experience in a public library at a clerical level or higher and completion of two years (or 60 units) at an accredited college or university; OR currently enrolled in an American Library Association (ALA) accredited program having completed a minimum of nine (9) credits or units of classes.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.